

# How To LifeSmarts: Registering Coaches & Players Online

*There is a specific order to the online competition: coaches register first, the coach creates the team(s), then the students register to join a specific team. Coaches then appoint a captain from the available players.*

## Step 1: Coach Registers and Creates Team(s)

- Click the “Register” button the upper right corner of the LifeSmarts homepage.
- On the registration page, you will need to create a unique username and password. Keep this close, you will need it during login. Once you have completed the form, click “Register with LifeSmarts”.
- A confirmation link will be emailed to the address you provided during registration. **NOTE: If it does not appear with 10 minutes, check your “Spam” folder in case it was mistakenly filtered out.**
- Click the link in the confirmation email to confirm the account, then click “Login” to log in.
- Once logged in, the Coach's Page will appear. To create a team, click on “Create New Team”.
- When creating a team name, be specific. “Washington Co. FBLA” or “BCHS Foods 2” will help both you and the state coordinator keep track of all the teams. You can create as many teams as you wish.

### Available Team Types:

Varsity (Grades 9 – 12)

JV (Grades 6 – 8)

FBLA (Eligible for FBLA prizes) FCCLA (Eligible for FCCLA prizes) FBLANLC (for competitive event)

## Step 2: Players Register and Join Teams

- The player registration is nearly identical to the Coach registration process: click the same “Register” button to start the registration process, complete the same registration form and the same activation.
- **NOTE: Make sure you have logged out as a coach before players start registering. New accounts cannot be activated when another account on the same device is active and logged in.**
- Once the player's account is activated and logged in, the Player's Page will appear.
- To join a team, click the “Select a Team” link. A drop-down list of all teams in the state will appear (having specific team names will help avoid confusion). Once the team is selected, click “Join Team”.

## Step 3: Coach Appoints Team Captain

- Team Captains are the only players that have access to certain quizzes (like monthly TeamSmarts).
- To select a captain, first select the team from the “My Teams” page of the Coach's Corner.
- A drop-down list of players will appear under “Manage Team Captain” near the bottom of the page.

LifeSmarts Learn it. Live it.

COACHES

Coach Links

- Edit Coach Details: [Click here.](#)
- My Teams Page: [Click here.](#)
- Create New Team: [Click here.](#)
- Contact Support

LifeSmarts Coaches

If you work with middle- or high-school students, consider forming a team and becoming a LifeSmarts coach! LifeSmarts is an excellent way for adults to teach the next generation of consumers the skills they need to succeed in

SAFETY SMART AMBASSADORS

LifeSmarts is partnering with UL to offer teens a way to fulfill community service requirements, mentor children, and earn prizes and scholarships.

Learn More

DAILY QUIZ

Daily Quizzes are 5 question quizzes that test your knowledge across all of the LifeSmarts topic areas.

## Notable Links on Coaches Page

- 1) Login, registration, and logout
- 2) Automatically returns to Coaches Page (and clicking “Players” goes to Players' Page)
- 3) Link to contact support for help
- 4) “My Teams” and “Create New Team” links